



N TARGET

With the Iowa DNR Records Program

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The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

EPC Minutes Online

The Records Center recently received a request for all the Environmental Protection Commission (EPC) minutes from their inception as a commission in 1986 up until 1999 – in an electronic format. This was a very large and daunting task – as the documents were available in paper, fiche & microfilm formats. The Records Center Team scanned 10 boxes of documents, digitized rolls of microfilm and sent a box of micro-fiche to our document vendor for scanning. We were able to accomplish this task in a few weeks and deliver it to our customer ahead of schedule. After all the work was completed it was decided that it would be in the best interest of the public to have these minutes posted on the web at <http://www.iowadnr.gov/epc/index.html>.

Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

Total number of record boxes acquired: 15

Program Areas Include: Energy

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 574
- **Public File Requests:** 198

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Waste Water Sewage

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 289

Types of files created:

- Commission / Council Minutes
- Flood Plains
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Solid Waste Permitted Facilities
- Storm Water
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Table of Authorized Positions



Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
0 pages scanned for a total of 47,444 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
40,535 pages scanned for a total of 338,325 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
1,799 pages scanned for a total of 621,622 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
10,199 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 30
- **Number of documents filed:** 2,182

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 14
- **Staff File Requests:** 69
- **Number of files created:** 33



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP) (**New**)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.